



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
February 10, 2016**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** V. Aguilera, J. Ambrocio, S. Cathcart, A. Cunningham, M. DiMaggio, J. Harris, L. Kretchman, M. Large, K. Magnuson, E. Nunez, B. Stockert, S. Titus and R. Williams.

**RECORDER:** Michelle LaVigneur

**MEMBERS ABSENT:** R. Antonecchia, L. Cecere, A. Cory, A. Gonzales, L. Meyers, C. Moore, L. Romain and M. Spence.

**GUESTS:** Jeff Higginbotham

Order of Agenda Items

Attachments

Time Allotted

**A. MINUTES**

**1. Approval of Minutes for January 27, 2016**

MSC – (Titus/DiMaggio): The minutes for January 27, 2016 were approved and accepted into the record with abstentions from Scott Cathcart and Lindsay Kretchman.

Minutes, agendas and attachments are posted on the following Palomar College website:  
<http://www2.palomar.edu/pages/sspc/>

**B. ACTION ITEMS/FIRST READING – None.**

**C. ACTION ITEMS/SECOND READING – None.**

**D. INFORMATION/DISCUSSION ITEMS**

**1. Technology Initiative Plan – Connie Moise**

30 minutes

IS Director, Connie Moise presented the Technology Initiative Plan to the Council. She discussed the following:

- Requirements for Technology – To be aligned with the Institutional Strategic Goals Technology requirements.
- Technology Values – Projects are reviewed to ensure they have value for the college.
- Technology Projects – There are currently 75 projects in the queue to be completed.
- Key Project Goals and Timeline – There are 23 projects (including prerequisites) which are categorized as key projects, required for key projects or related to key projects. The top 10 key projects are cccApply, Mobile Access, Portal/Activity Center Functions, Payment Plan for Students, Blackboard Integration, cccAssess, cccEdPlan, Maxient, Canvas (pilot) integration and CRM. A timeline has been created with completion dates identified.
- Key Project Resources – There will be some timeline constraints due to low staffing.
- Student Experience – Their goal is to provide a professional, engaging, supportive, targeted and refined, positive and pleasant experience for our students.

There was discussion on adding targeted and refined text messaging and having our student email available through Blackboard for easier access.

**2. Review Student Services PRP's**

Exhibit A

30 minutes

The Athletics (Non-Instructional), Health Services, Student Affairs and Transfer Center PRP's were reviewed. The remaining PRP's were tabled for the next meeting on February 24, 2016.

- a. **Athletics Non-Instructional** – Scott Cathcart reviewed this PRP.
- b. **Career Center**
- c. **Counseling – Instructional**
- d. **Counseling – Non Instructional**
- e. **EOPS**
- f. **Evaluations & Records**
- g. **Health Services** – Judy Harris reviewed this PRP
- h. **International Students**
- i. **Student Affairs** – Sherry Titus reviewed this PRP.
- j. **Student Equity Plan (SEP)**
- k. **Student Success and Support Program (SSSP)**
- l. **Transfer Center** – Elvia Nunez reviewed this PRP.

3. **Proposal to add an In-reach/Outreach Committee reporting to SSPC** 10 minutes  
- **Kendyl Magnuson**

Dr. Magnuson discussed the importance of developing a structured outreach function for our college, to include coordinated outreach and in-reach with branding. There was discussion on this working committee being a college-wide effort. Members were asked to email Dr. Magnuson with any questions and membership ideas. There was a consensus among the Council to bring this as a First Reading to the next SSPC meeting on February 24, 2016.

4. **Discussion of SSPC Council Membership** – Tabled. Exhibit B 10 minutes

**E. COMMITTEE REPORTS** 10 minutes

1. Academic Review Committee – No report.
2. Behavioral Health & Campus Wellness Committee – Acting VPSS, Brian Stockert reported this committee will be meeting tomorrow, February 11, 2016.
3. Campus Police Committee – No report.
4. Registration Committee – No report.
5. Scholarship Committee – Dr. Kendyl Magnuson reported our 2016-17 online scholarship application closes on March 4, 2016.
6. Student Program Eligibility Appeals Committee – No report.

**F. OHER BUSINESS** – None.

Meeting was adjourned at 11:00 a.m.